



(An autonomous body under Ministry of Culture, Government of India)  
Thiruvanniyur, Chennai – 600 041

Invites online applications for the Post of **Consultant (Outreach Coordinator)**. The appointment is purely temporary and on contract basis. The requisite qualifications and other details for the position are as under:

<b>Essential Qualifications</b>	1) Bachelor Degree from a recognized University or Diploma/Post Diploma from Kalakshetra Foundation
<b>Desirable Qualifications</b>	1) Knowledge in the field of art and culture especially in the field of Bharatanatyam/Carnatic Music/Visual arts/Crafts. 2) Knowledge in Tamil, Hindi
<b>Required skill set and experience</b>	<ul style="list-style-type: none"><li>• Excellent writing / editing and verbal communication skills</li><li>• Demonstrated ability with social media management and promotional / marketing strategies</li><li>• Excellent interpersonal skills</li><li>• Knowledge of layout and design for print and web-based promotional materials</li><li>• Ability to work on time bound tasks, organize work assignments, set priorities and meet deadlines.</li><li>• Ability to be flexible and adaptable in order to contribute to problem-solving activities within a growing organization.</li><li>• Ability to work and co-ordinate with diverse groups of individuals</li><li>• Solid computer skills (Microsoft Office Suite, Adobe Creative Suite, CorelDraw etc.)</li><li>• Experience in management of online streaming platforms</li><li>• Organizing Webinars through Video conferencing platforms</li><li>• Creativity in presentation of concepts</li></ul>
<b>Age</b>	Not exceeding 45 years of age on the closing date of receipt of applications
<b>Emoluments</b>	Rs. 30,000/- per month subject to TDS

The attachments required to be uploaded in the online application such as photograph, testimonials and signature are to be scanned in jpeg format and kept ready before filling up the application.

For Online application, click the following link--

<https://www.kalakshetra.in/admissions/Home/Form/basicDetails/L3N3ZDdwc3p3ZmhOcXlJSFFpM09jZz09>

Last date for receipt of applications shall be **25.03.2021 upto 5 p.m.**

**Director**